

## ABOUT MONO COUNTY

**W**ild by nature, Mono County is full of adventure. Set on the eastern slopes of California's Sierra Nevada Mountain Range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes & bubbling hot springs, cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © S. Kentala

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County, offering fine schools, shopping, dining, & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville & Walker, with a quiet & rural way of life. Shopping is nearby in Minden & Carson City, Nevada.

Has the City Rat Race and Daily Commute Got You Down? Looking for a lifestyle change with a great quality of life? Mono County's Assessors Office has a job for you. Mono County's rural setting offers many recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra's, enjoy working where you vacation.

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***BENEFITS:*** Mono County provides generous benefits, 2.7 % at 55 PERS retirement, medical, dental, vision & deferred compensation with County contributions...

### TO APPLY

Application materials may be received & returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**  
**[rgarret@mono.ca.gov](mailto:rgarret@mono.ca.gov)**

**Please send applications as soon as possible. Faxes will be accepted only if the fax is sent to this office by the final filing date & time & the original application is mailed & postmarked by the final filing date.**

***SPECIAL NOTE:*** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

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## APPRAISAL OPERATIONS MANAGER AN "AT-WILL" POSITION

**FINAL FILING DATE:**

**JULY 1, 2009**

**SALARY \$8129/month**

**+ \$775 AUTO ALLOWANCE**

*Equal Employment Opportunity Employer*

## THE POSITION

The Appraisal Operations Manager position is an appointed "at-will" Management Position which is appointed by and reports to the County Assessor. This is a newly created position. The position includes responsibility for providing management, supervision, and direction for professional property appraisal staff; conducting complex real property and business appraisals; and ensuring equitable appraisal standards for the valuation of property. The incumbent may serve as the County Assessor in the Assessor's absence.

### Typical tasks include, but not limited to:

- Assists with the management of the Assessor's Office, including budget development and oversight.
- Provides direct supervision, training, and overall guidance for professional appraisal staff.
- Represent Mono County at State Board of Equalization hearings or assessment appeal hearings.
- Conduct regular and complex real property and business appraisals.
- Explains the procedures, methods and laws of the Assessor's office to the public.

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*Ideal candidates will have had previous experience in a lead or supervisory capacity in a County Assessor's office. Candidates should also be able to demonstrate excellent written, verbal, analytical, & organizational abilities. They must work with the public and be able to clearly explain laws regulations, and policies.*

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## QUALIFICATIONS

Any combination of education & experience that would provide the required knowledge & abilities, is qualifying. A typical way to obtain the required knowledge & abilities would be:

Five (5) years of responsible experience performing the appraisal of real, personal, or business property for tax assessment purposes, preferably including at least two years in a lead or supervisory capacity.

Possession of valid Appraiser's Certificate issued by the State Board of Equalization.

### Special Requirements:

Possession of, or ability to obtain, an appropriate valid California driver's license.

### Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### Knowledge of:

- Factors, techniques, methods, and principles involved in the appraisal of real, business, and personal property, including the full scope of appraisals performed in the County of Mono.
- Methods of determining property value.
- Laws and regulations affecting the appraisal of real, business, and personal property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.
- Court decisions affecting the appraisal of land, buildings, structures, businesses, and personal property.
- Responsibilities and functions of the County Assessors Office.
- Budget development and expenditure control.
- Principles of government administration, personnel management, and employee supervision and training.

## THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application and supplemental questionnaire(pass/fail). Those successful in this evaluation will be invited to an oral interview (weighted 100%) with County elected officials and management staff.

### ***SUPPLEMENTAL QUESTIONNAIRE***

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated in order to determine the most suitably qualified applicants to be invited to the oral examination. It is expected that you will be as complete and specific as possible. Your answers should be submitted on "8 1/2 x 11" paper, preferably typed and submitted with your completed employment application.

***Applications submitted without a completed supplemental questionnaire will not be considered.***

1. Describe your experience in each of the following areas: real and business property appraisal; budget development and expenditure control; employee supervision.
2. Describe your management philosophy. Provide examples of how your management strategies provided for improved morale, continuous growth, and prosperity among those you have directed.

**APPLICATIONS MUST BE  
RECEIVED BY JULY 1, 2009  
at 5:00PM.**